

KEY TERMS:



THANK YOU :)

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Preparing accomplishment report



Cleaning stairs, hallways, and foyers

- Dust door/window frames/baseboards.
- Dust/clean mirrors/pictures.
- Dust lamps/shades.
- Clean/polish all furniture
- Dust fan/air conditioner vents/light/fixtures
- Empty/wash/refine waste baskets
- Clean front door inside/out.
- Sweep/dump mop floor or vacuum carpet

Cleaning the living room and family room

- Check all walls and ceilings remove cobwebs if any.
- Dust the door and window frames as well as baseboard.
- Dust and clean mirrors with glass cleaners.
- Dust lamps and shades.
- Empty all ashtrays and wash them with soap and water. Then wipe dry.
- Wipe and polish all furniture. the wood polish if any.
- Dust the fan and air conditioner vents as well as light fixtures.
- Sweep or dump mop the floor. Vacuum the carpet (if carpeted).
- Shampoo carpets if they are heavily soiled.

Brass cleaning and polishing

- Equipment and Materials needed:
- Metal polish
  - Polishing Cloths
  - All purpose cleaner
  - Hot water

Window and Glass Cleaning using squeegee and window cleaner



Cleaning offices and dens

- Remove cobwebs from ceiling and walls.
- Dust rooms, window frames/baseboards
- Dust and clean all mirrors and pictures.
- Empty, dispose trash and wash/refine waste baskets.
- Empty and clean ashtrays.
- Dust lamps and shades.
- Clean and polish all furniture.
- Dust and polish all furniture and equipment.
- Dust fan and air conditioner vents/light fixtures.
- Sweep or dump mop the floor or vacuum if carpeted.

Dining Room Cleaning

- Remove cobwebs in the ceiling and corners.
- Dust the door, window frames and baseboards.
- Empty and wash clean the ashtrays.
- Dust and polish mirrors and pictures preferably using glass cleaners.
- Clean and polish all furniture.
- Dust fan and air conditioner vents as well as light fixtures.
- Sweep or dump mop the floor or vacuum if carpeted.

Kitchen Cleaning



- Spray Squeegee: off miracle window cleaner onto glass.
- Apply liberally.
- For high-reach areas, apply solution directly onto the scrubber.
- Do clean up stroke
- For hard to reach jobs, use the R-E-A-C-H extension pole. Place the scrubber on the pole and wash the windows. Replace the scrubber with squeegee and pull the squeegee down vertically. Wipe blade after each pull.

Philips-Visicu

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The Hotel, lodging House or any building requires a thorough cleaning, not just cleaning it has to be sanitized. By sanitizing, all germs and bacteria are killed through the use of sanitizing chemicals. There are appropriate cleaning and sanitizing equipment, tools and supplies as follows:

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Cleaning Equipment



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Cleaning Supplies and Materials



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Cleaning Chemicals



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General Rules in the use of cleaning equipment

- Check electrical appliances and equipment before use. Check if there are frayed wires, loose plugs and connections. Never use any appliance that is defective.
- Handle equipment with care and make sure it does not hang on hard surfaces.
- Store and store equipment in these vertical room immediately after use.
- Empty dust bags or dry vacuum cleaners before they are used after each use.
- Follow manufacturer's operating instructions.
- Schedule a regular check-up of equipment to prevent surface breakdown.
- To avoid electric shock or short circuits, do not expose equipment to water or vapor. Store solution to protect them from getting wet. Damaged equipment should never be use in wet surface.

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Cleaning of Bathroom Walls

Cleaning of Toilet Bowl

1. Mix the solution.
  2. Apply all purpose cleaner.
  3. Scrub the surface.
  4. Dry and polish the surface.
1. Flush the toilet bowl.
  2. Pour the toilet bowl cleaner.
  3. Leave the toilet bowl cleaner to work for 10-15 minutes.
  4. Clean the toilet bowl.
  5. Flush it again.
  6. Clean the toilet seat and cover.
  7. Clean the outside part of the bowl.
  8. Dry and polish the bowl.
  9. Clean the toilet bowl again.

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Furniture Cleaning, Care and Maintenance

- A. For the furniture to look better and shinier, apply or spray furniture cleaner polish.
- B. Wipe and dust away all dirt in the furniture using a clean and dry dusting cloth.
- C. Apply cleaner solution to all corners and walls.
- D. When cleaning glasses, apply glass cleaner like "Glance" to make it look shinier.

Spot Removal on Furniture



Window Cleaning

- STEPS:
- Prepare the cleaning solution
  - Prepare all needed supplies and materials.
  - Wash frames and windows.
  - Clean the outside part of the window
  - Wipe-dry the window frame using a cleaning towel.
  - Dry clean
  - Polish the glass.



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# Cleaning Equipment



Vacuum Cleaner



Floor Polisher

Carpet Sweeper



Hydro Vacuum or  
Wet & Dry Vacuum



Room Boy's Cart  
or Trolley

Carpet Extractor



Plastic Liners

Plungers



Cleaning Chemicals



Disinfectants

Garbage  
Receptacles



Utility Items

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# Cleaning Supplies and Materials

## Scouring Pads



Green is for scrubbing purpose only and white is for cleaning painted surfaces, glass, mirrors, marble, and porcelain.

## Dusting Cloths



This is used for dusting wooden and painted parts.



## Cleaning Towel

It is used for drying bathroom walls and floor tiles after they are cleaned.



## Polishing Cloths

This cloth is used for polishing metal surfaces like bathroom fixture.



## Hand Brushes

This brush is meant for brushing away dust from rough surfaces such as rattan, wicker work, etc. It is also used for cleaning tiles.

## Toilet Bowl Brush

It is used for cleaning toilet bowls.



## Floor and Window Squeegees

This is needed to remove excessive water from the surface and corners. It also speeds up the drying process.

## Mop with mop handle

Used for manual floor moping.



## Insect Sprayer

Used for fumigation so as to eliminate pests and mosquitoes.



## Buckets

Buckets and mops are used for cleaning floors, walls, and other parts of the building.



## Soft Broom

It is used for sweeping.



## Sponges

To be used for cleaning fine surfaces.



## Tongs

To be used for picking up dirt and cigarettes butts found on ashtrays.



## Trash Bags

The plastic bag shall serve as under liner for garbage containers so that the wet garbage does not penetrate into the corner or surfaces.



## Ceiling Brooms

Use this broom to remove cobwebs in the ceiling.



## Oilers

To be applied in hinges of doors so as to prevent squeaking sounds from the door.

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# Cleaning Chemicals

## Wood Polish

To polish wood surfaces, leather and imitation-leather surfaces.

## Insecticides

To be used in fumigation and to eliminate insects and pests.

## Methylated Spirit

It is a chemical used for polishing all glass surfaces such as mirrors, windows, etc.

## Air Freshener

To be sprayed in the room in order to remove foul odor in guestrooms, comfort rooms or any area with foul areas.

## Lacquer or Paint Thinner

Use this chemical to remove lacquer or paint from hard surfaces.

## Metal Polish

Used for polishing brush copper and metal surfaces.

## Disinfectant

(like Lysol together with sprayer) Used to disinfect toilet bowls, urinals, sink and other areas that are most vulnerable to bacteria contamination.

## Carpet Stain Remover

(like Atomizer) used to remove stain or spot on carpets.

## Muriatic Acid

To be used only for removing cement or plastic remains from floors.

## Wax Stripper

Formulated to break up, loosen and strip off tough old waxes.

## Degreaser

Used to remove grease. Oil, dirt carbon, ink, mildews, soils, and waxes.

## Emulsion Wax

Buffable wax used for resilient floors like vinyl, linoleum, and rubber tile and for concrete floors and marbles.

## Drain Cleaners

To expedite draining of clogs.

## Paste Wax

For polishing stone floors, wood, and resilient floors.

## Solvent Wax

A kerosene base wax used for wooden floors.

## Polymer Sealer

A non-buffable wax that is highly recommended for wooden floor.

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# **General Rules in the use of cleaning equipment**

- **Check electrical appliances and equipment before use. Check if there are frayed wires, loose plugs and connections. Never use any appliance that is defective.**
- **Handle equipment with care and make sure it does not bump on hard surfaces.**
- **Clean and store equipment in there custodial room immediately after use.**
- **Empty dust bags or dry vacuum cleaners before they overload after each use.**
- **Follow manufacture's operating instruction.**
- **Schedule a regular check-up of equipment to prevent serious breakdown.**
- **To avoid electric shock or short circuit, do not expose equipment to rain or water. Store indoors to protect them from getting wet. Electrical equipment should never be use in wet surface.**



# Cleaning Standards

## SWEEPING

- No dirt left on corners, behind doors, under carpets or furniture.

## MOPPING

- Water is used sparingly. Cleaning solution are rinsed quickly and the floor is dried at once.

## FLOOR CLEANING

- All floors, after through stripping or scrubbing are applied with a thin, smooth, and even finish.

## FLOOR FINISHING

- Not allowed to build up in corners, baseboards or underneath furniture.

## VACUUMING

- All carpeted areas or upholsteries are kept clean, free of dust.

## DUSTING

- All surfaces are dust free.

## WINDOW CLEANING

- Window frames and channels are free of dust.

## CLEANING GLASS PANELS, MIRRORS

- Thoroughly cleaned, no visible streaks, scratches or spots.

## WASTE DISPOSAL GARBAGE CONTAINERS

- Emptied trash, garbage and dirt; disposed daily.

## DUSTING OR CLEANING OF FURNITURE AND FIXTURE

- Thoroughly dusted, all surfaces are free of dirt and spots.

## CEILING CLEANING

- Ceiling is free of cobwebs and dirt.

## GROUNDS MAINTENANCE

- All walkways, parking spaces, planted areas are clean, free or littered objects.

## CLEANING OF ASHTRAYS

- Emptied soil and cigarettes butts, washed and wiped-dry.

## CLEANING OF DRINKING FOUNTAIN

- Kept clean and sanitary.

## BATHROOM AND WASHROOM CLEANING

- There is no sign of marks or streaks on walls, fixtures, doors, door handles and other surfaces.

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# **Cleaning of Toilet Bowl**

- 1. Flush the toilet bowl.**
- 2. Pour the toilet bowl cleaner.**
- 3. Leave the toilet bowl cleaner to soak (at least for 2 minutes).**
- 4. Clean the toilet bowl.**
- 5. Flush it again.**
- 6. Clean the toilet seat and cover.**
- 7. Clean the outside part of the bowl.**
- 8. Dry and polish the bowl.**
- 9. Close the toilet bowl cover.**

# **Cleaning of Bathroom Walls**

- 1. Wet the surfaces.**
- 2. Apply all-purpose cleaner.**
- 3. Rinse the surface.**
- 4. Dry and polish the surfaces.**